**Insert Ribbon**

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| --- | --- |
| 1.Insert Clip Art. Find a Palm tree and place in the next cell.  A Virtual Ribbon will appear called Picture Tools. |  |
| 2. Change the size of the image to a height of 1.25 inches. Then copy and paste each picture into the blank cells below. | |
| 2. Use Adjust to change the **Brightness** of the picture to +20%. |  |
| Use the Adjust to change the **Contrast** of the picture to  -20% |  |
| Use the Adjust to **Recolor** the picture to grayscale. |  |
| 3. Use **Picture Styles** to change it to a **Soft Edge Rectangle.** |  |
| Use **Picture Styles** to add a **Picture Border**. Make it whatever color border you would like. |  |
| Use **Picture Styles** to add **Picture Effects** to your images. |  |
| 4. **Rotate** the Image so that it is upside down. |  |
| Use the **Handles of the Image to change the Image.** |  |
| 5. **Crop** the image so that only half of the palm tree is showing. |  |
| C:\Program Files (x86)\Microsoft Office\MEDIA\CAGCAT10\j0301480.wmfUse **Arrange** to set the proper **Text Wrapping** for the image and the paragraph. For this paragraph and picture use the  **Position of Top Right**  **Text Wrapping** of **In Line with the Text.** |  |

**Header & Footer, Page Number**

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| --- | --- |
| 1. Insert a **Header** and select a **Blank** **Header.** Add your name. |  |
| 2. Add a page number, using **Current Position** |  |
| 3. Add a Page Number and Your Name to the Header. |  |

**Word Art**

|  |  |
| --- | --- |
| 3. Insert Word Art. Type out Roosevelt in Word Style 21. |  |
| 4. Change the style using the Virtual Ribbon to create your own version. I will demonstrate each tool for them. When I am finished you may experiment with your own Name |  |